DOCUMENT RESUME

ED 138 324 JC 770 253

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TITLE Community and Junior College Concern for and Services Provided to Part-Time Students.
PUB DATE Mar 77
NOTE 62p.

EDRS PRICE MF-$0.83 HC-$3.50 Plus Postage.
DESCRIPTORS Cocurricular Activities; Community Colleges; Counseling Services; *Junior Colleges; *National Surveys; *Part Time Students; Private Colleges; School Orientation; *Special Services; Student Costs; Student Financial Aid; *Student Personnel Services; Student Recruitment

ABSTRACT

A questionnaire was mailed to a random sample (n=395) of public, private (including proprietary) and church-related community and junior colleges for the purpose of identifying the nature of part-time students in such institutions, the extent to which they participate in or are included in college programs and activities, and the various ways in which college services respond to meet their particular needs. Responses were received from 131 institutions, a return rate of 33%. Over 85% of the responding institutions reported that they deliberately recruited part-time students, using a variety of methods such as newspaper and radio/television advertising, and mailings; fewer than one-fifth of the respondents provided special orientation programs for part-time students; approximately half of the colleges provided counseling services, although only 7% had counselors who served only part-time students; less than 20% had financial aid programs exclusively for part-time students; and two-thirds of the colleges charged part-timers activity fees, although such students were not entitled to participate in intercollegiate athletics, which are largely supported by such fees. It was concluded that part-time students were welcome customers but were not accorded much attention or service by their institutions. Recommendations to improve college services to part-time students and a list of institutions participating in the survey are included. (JDS)

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COMMUNITY AND JUNIOR COLLEGE CONCERN FOR AND SERVICES PROVIDED TO PART-TIME STUDENTS

by

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March, 1977

JC 770 253

INTRODUCTION

Hardly a college or university exists in the United States today that has not already experienced or is presently experiencing a dramatic shift in the nature of its student body. Older students, veterans, persons undergoing re-training, handicapped students; these and many other types of people are changing the look of campuses across the country. An especially significant growth area in student enrollment is evident in the number of part-time students in attendance; some statistics indicate that part-time students currently constitute approximately 55% of all post-secondary enrollment. Many colleges and universities, of course, have much higher percentages of part-time students enrolled.

In a time of ever-tighter budgets, combined with the often-frantic scramble of admissions people to recruit the dwindling number of high school graduates, the part-time student has suddenly acquired new stature; he or she is now avidly sought after, with the resultant tuition and fees provided by such students being looked upon as a welcome windfall in both enrollment figures and cash flow.

With this sudden, large influx of these part-time students, it is natural to ask questions, such as: "Who are these students? What effect are they having on college programs? What are colleges doing to respond to this influx?"

Because there has been very little research done on part-time students, it was determined by this writer to do a study that would attempt to at least more clearly identify the nature of part-time students, the extent to which they are participating in or being included in college programs and activities, and the various ways in which college services are responding to meet their various needs. It was further determined to limit the study to community and junior colleges. The majority of students at these colleges are part-time; further, the community and junior colleges have probably traditionally been more prone to and more open to recruiting, enrolling, and serving such students.

A four-page questionnaire[1] was developed and, based upon a random sample, was subsequently mailed with a cover letter[2] to 395 of the nearly 1200 community and junior colleges in the United States. Of these 395 colleges,[3] 313 were public (100 were under local control, 213 were under state[4] control), 51 were under private control (of which 16 were basically proprietary in nature), and 31 were under church control or were considered to be primarily church-related.

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[1]See Appendix A for a sample questionnaire.

[2]See Appendix B for a Sample letter that accompanied the questionnaire.

[3]See Appendix C for list of colleges by state and by control.

[4]Colleges under a combination of local and state control were listed as being under state control.

For purposes of this particular study, a part-time student was defined as "a person who carries no less than one credit nor more than eleven credits."

Results of the Survey

Of the 395 colleges surveyed, usable questionnaires were returned by 131 (33.2%) community and junior colleges. Of these colleges, 113 (86.3% of all who returned questionnaires) were public institutions.

TABLE I

QUESTIONNAIRES RETURNED

(see page 4)

The questionnaire was divided into two major areas of concern: "Student Concern and Services" and "Nature of Part-time Student Body." Because many of the questions asked about the nature of the part-time student body resulted in answers primarily statistical in nature and in answers that may often have already been gathered in state and federal reports, it was felt that the area of greatest "new" interest and concern and of greatest immediate importance to colleges and universities was that of the colleges' concerns for and services provided to these part-time students. Therefore, this report will address itself to this perhaps more interesting section of the questionnaire and the results obtained from it.

The first question asked of responding colleges was, "Does the college deliberately recruit part-time students?" All 131 colleges

TABLE I

QUESTIONNAIRES RETURNED

Type of Institution	Questionnaires Sent	Per Cent	Questionnaires Returned	Per Cent of Return	Per Cent of # Sent
Public-State*	213	53.9	73	55.7	34.3
Public-Local*	100	25.3	40	30.5	40.0
Private	51	12.9	12	9.2	23.5
Church-Related	31	7.9	6	4.6	19.4
TOTAL	395	100.0	131	100.0	33.2

* Institutions under State control or under Local control.

replied, with 112 (85.5%) indicating that they did deliberately recruit part-time students. Among public colleges, 87.5% answered in the affirmative to this question, as did 75% of the private colleges, and all but one church-related college.

TABLE II

RECRUITMENT OF PART-TIME STUDENTS

Type of Institution	YES	%	NO	%
Public	98	87.5	15	78.9
Private	9	8.0	3	15.8
Church	5	4.5	1	5.3
TOTAL	112	100.0	19	100.0

A variety of recruiting methods were used, including: Speaking to civic groups, mailings, radio-TV advertisements, and newspaper advertisements.[5] Newspaper advertisements were the most frequently used method (76.3%). Eighty percent (80%) of the public colleges used this method, as did 75% of the private colleges. Mailings were used by 72.5% of all the colleges, 67.9% used the approach of speaking to civic groups, and 61.1% used radio-TV advertisements.

TABLE III

METHODS USED FOR RECRUITING PART-TIME STUDENTS

(see page 6)

[5] Other methods included: evening school catalogs, high school counselors, personal contacts, visits to various institutions, career days at industries, extension centers, brochures, symposia, quarterly area newsletters, posters, shopping center displays, church bulletins, and contacting community agencies.

TABLE III

METHODS USED FOR RECRUITING PART-TIME STUDENTS

Type of Institution	Speak to Civic Civic Groups	%	Mailings	%	Radio-TV Ads	%	Newspaper Ads	%	Other	%
Public-113	81	71.7	84	74.3	74	65.5	90	79.6	20	17.7
Private-12	6	50.0	7	58.3	6	50.0	9	75.0	3	25.0
Church - 6	2	33.3	4	66.7	0	0.0	1	16.7	4	66.7
TOTAL - 131	89	67.9	95	72.5	80	61.1	100	76.3	27	20.6

In spite of the wide-spread use of some recruiting method or methods for the purpose of enrolling part-time students, scarcely one college in four (28.2%) used special brochures designed for the recruiting and informing of part-time students. Of the public colleges, 27.4% used such brochures, and 41.7% of the private schools used them. Surprisingly, in their various college catalogs or bulletins, less than half of all colleges (47.3%) reported that they devoted special sections to or included information of special interest to part-time students.

TABLE IV

SPECIAL BROCHURES FOR RECRUITING PART-TIME STUDENTS

Type of Institution	YES	%	NO	%	No Reply	%
Public-113	31	27.4	82	72.6	0	0.0
Private-12	5	41.7	6	50.0	1	8.3
Church - 6	1	16.7	5	83.3	0	0.0
TOTAL - 131	37	28.2	93	71.0	1	.8

TABLE V

SECTIONS OF COLLEGE CATALOG FOR PART-TIME STUDENTS

Types of Institutions	YES	%	NO	%	No Reply	%
Public-113	53	46.9	32	28.3	28	24.8
Private-12	6	50.0	0	0.0	6	50.0
Church - 6	3	50.0	2	33.3	1	16.7
TOTAL - 131	62	47.3	34	26.0	35	26.7

Colleges were asked what methods of registration were available to part-time students. As might be expected, 100% (130 of 131 colleges) of the schools that responded to this question provided registration at the college. A registration method of fair convenience to many part-time students, that of off-campus registration, was provided by 56.5% of all colleges and by 62.8% of the public colleges responding. However, what are probably the most convenient methods of registration for part-time students--mail and telephone--were markedly lacking. Whereas about two of five schools (41.2%) did use registration by mail, a mere 15.3% used the telephone to register part-time students.

TABLE VI

REGISTRATION METHODS AVAILABLE TO PART-TIME STUDENTS

(see page 9)

The orientation of students to college and to college life has long been a widely accepted activity at American colleges, both 2-year and 4-year; in fact, schools seem to be constantly seeking better ways to orient their students to their particular institutions. Nevertheless, not even one school in five (17.6%) of all schools responding indicated that they provided special orientation programs for part-time students. However, of the 23 schools that did provide orientation sessions for part-time students, twenty (87%) offered such programs every term during the school year.

TABLE VII

SPECIAL ORIENTATION SESSIONS FOR PART-TIME STUDENTS

(see page 10)

REGISTRATION METHODS AVAILABLE TO PART-TIME STUDENTS

Types of Institutions	At the College	%	Telephone	%	Mail	%	Off-Campus	%
Public-113	113	100.0	17	15.0	44	38.9	71	62.8
Private-12	11	91.7	2	16.7	6	50.0	2	16.7
Church - 6	6	100.0	1	16.7	4	66.7	1	16.7
TOTAL - 131	130	99.9	20	15.3	54	41.2	74	56.5

TABLE VII

SPECIAL ORIENTATION SESSIONS FOR PART-TIME STUDENTS

Type of Institution	YES	%	NO	%	EACH TERM				ONLY IN FALL			
					YES	%	NO	%	YES	%	NO	%
Public-113	20	17.7	93	82.3	17	15.0	42	37.2	3	2.7	39	34.5
Private-12	2	16.7	9	75.0	2	16.7	2	16.7	0	0.0	2	16.7
Church - 6	1	16.7	5	83.3	1	16.7	1	16.7	0	0.0	1	16.7
TOTAL - 131	23	17.6	107	81.7	20	15.3	45	34.4	3	2.3	42	32.1

Anyone who has ever worked with part-time students quickly learns of the multiplicity of concerns and problems that accompany their college attendance (i.e., family, employment, community obligations, finances, etc.). Approximately half (50.4%) of all schools surveyed did provide special counseling services for part-time students; however, only 7% of all schools had counselors who only served part-time students (and only 4.4% of public colleges--where most of the part-time students attend--provided such counseling services). Some kind of counseling service was available for part-time students during the day at 73.3% of the schools, during the evening at 67.9% of the schools, and on weekends at 6.1% of the schools. Although the availability of counseling for part-time students was encouragingly high, the fact still remains that at one of every four schools, no counseling was available during the day or night.

TABLE VIII

SPECIAL COUNSELING SERVICES FOR PART-TIME STUDENTS

Type of Institution	YES	%	NO	%
Public-113	59	52.2	54	47.8
Private-12	6	50.0	5	41.7
Church - 6	1	16.7	4	66.7
TOTAL - 131	66	50.4	53	49.6

TABLE IX

COUNSELORS SERVING ONLY PART-TIME STUDENTS

Type of Institution	YES	%	NO	%	NO REPLY	
					NO.	%
Public-113	5	4.4	95	84.1	13	11.5
Private-12	3	25.0	4	33.3	5	41.7
Church - 6	1	16.7	4	66.7	1	16.7
TOTAL - 131	9	6.9	103	78.6	19	14.5

TABLE X

WHEN COUNSELORS ARE ON DUTY TO SERVE PART-TIME STUDENTS

Type of Institution	ON DUTY					
	Day	%	Night	%	Weekends	%
Public-113	88	77.9	82	72.6	8	7.1
Private-12	6	50.0	6	50.0	0	0.0
Church - 6	2	33.3	1	16.7	0	0.0
TOTAL - 131	96	73.3	89	67.9	8	6.1

An earlier study into the financial needs of part-time students[6] had indicated that "part-time students do experience financial difficulty in attending college," and that "in many cases, it is essential to continuing or terminating (or at least delaying) one's realization of educational goals."[7] In spite of this apparently considerable need for financial assistance, 82% of the 105 colleges

[6]Paul L. Kegel, "Financial Needs of the Part-Time Student at Worthington Community College," December, 1975.

[7]Ibid., p. 21.

who responded to this question, and 65.6% of all of the 131 colleges in the survey indicated that less than 50% of their part-time students received any financial aid; of the 105 schools answering this question 36.2%, or more than one school in three, and 29% of all 131 schools reported that less than 10% of all part-time students received some financial assistance. Only 19 schools reported that 50% or more of their part-time students received any such aid.

TABLE XI

PART-TIME STUDENTS RECEIVING FINANCIAL AID

(see page 14)

Less than one school in five (19.1%) had financial aids of some sort that were available exclusively to part-time students; 18.6% of public colleges provided such aid. Scholarships were available exclusively for part-time students at only 8.4% of all colleges, and 9.2% of the colleges provided grants that were exclusively for part-time students. Clearly, the financial needs of part-time students would not seem to have been met to any appreciable extent.

TABLE XII

FINANCIAL AIDS AVAILABLE EXCLUSIVELY TO PART-TIME STUDENTS

Type of Institution	Yes	%	No	%	Total	No Reply	%
Public-113	21	18.6	90	79.6	111	2	1.8
Private-12	3	25.0	7	58.3	10	2	16.7
Church - 6	1	16.7	5	83.3	6	0	0.0
TOTAL - 131	25	19.1	102	77.9	127	4	3.0

TABLE XI

PART-TIME STUDENTS RECEIVING FINANCIAL AIDS

Per Cent of Part-time Students Receiving aid

Type of Institution	0	1-9	10-19	20-29	30-39	40-49	50-59	60-69	70-79	80-89	90-99	100	Totals
Public-113	5	27	15	16	9	5	5	5	2	3	1	0	93
Private-12	1	3	1	0	0	0	3	0	0	0	0	0	8
Church - 6	1	1	1	0	1	0	0	0	0	0	0	0	4
TOTAL - 131	7	31	17	16	10	5	8	5	2	3	1	0	105
Per Cent	5.3	23.7	13.0	12.2	7.6	3.8	6.1	3.8	1.5	2.3	.8	0.0	80.2

TABLE XIII

TYPES OF FINANCIAL AIDS AVAILABLE EXCLUSIVELY TO PART-TIME STUDENTS

Type of Institution	Scholar-ships	%	Grants	%	Loans	%	Employment	%	Other*	%	Totals	
Public-113	8	7.1	9	8.0	6	5.3	8	7.1	5	4.4	36	31.9
Private-12	2	16.7	2	16.7	1	8.3	2	16.7	0	0.0	7	58.3
Church - 6	1	16.7	1	16.7	1	16.7	1	16.7	1	16.7	5	83.3
TOTAL - 131	11	8.4	12	9.2	8	6.1	11	8.4	6	4.6	48	36.6

*Includes Federal Programs, BEOG, VA, Work-study, NDSL.

A great many part-time students, especially older women students, have small children; in many instances, some type of baby-sitting or day care service may be necessary or highly desireable in order for a part-time student to attend classes or take more than a minimal load of classes. In spite of the fairly obvious burden that small, usually pre-school age children place upon their college-attending parents, only one school in four (26%) provided some type of child care service and/or facilities for their part-time student-parents. Less than 5% (4.6) of all schools provided such a service evenings, a time when the majority of part-time students attend classes. Of course, a reasonable assumption here may be that, at least in two-parent families, one parent is home evenings while the other parent attends classes. However, the increasing number of single-parent families and the fact that a great many people work evenings would seem to indicate a greater need for evening child care services for part-time students. Finally, less than 1% of all schools provided any week-end child care services.

TABLE XIV

CHILD CARE SERVICES AND FACILITIES AVAILABLE TO PART-TIME STUDENTS

(see page 17)

If there was one single area in which colleges excelled at meeting the needs of their part-time students, it was that of making library facilities and services available. Library facilities were available to part-time students during the day at 98.5% of all colleges responding; during the evening, they were available at 96.2% of all colleges; and on weekends, library facilities were available at slightly over half 51.9% of all colleges responding. In this area, at least, it appears as if part-time students were

TABLE XIV

CHILD CARE SERVICES AND FACILITIES AVAILABLE TO PART-TIME STUDENTS

Type of Institution	DAY				EVENINGS				WEEKENDS			
	Yes	%	NO	%	Yes	%	NO	%	Yes	%	NO	%
Public-113	30	26.5	82	72.6	6	5.3	91	80.5	1	.9	91	80.5
Private-12	3	25.0	8	66.7	0	0.0	9	75.0	0	0.0	9	75.0
Church - 6	1	16.7	5	83.3	0	0.0	6	100.0	0	0.0	6	100.0
TOTAL - 131	34	26.0	95	72.5	6	4.6	106	80.9	1	.8	106	80.9

adequately provided for.

TABLE XV

AVAILABILITY OF LIBRARY FACILITIES TO PART-TIME STUDENTS

(see page 19)

Likewise, food services seemed to be available at a rather high level to part-time students. During the day, food services were available at 90.8% of all schools; evenings, 83.2% of the schools said some type of food services were available. However, on weekends, less than three schools in ten (28.2%) provided food services that part-time students could avail themselves of. Of course, it is quite likely that most schools in the survey did not operate a regular program of classes on weekends; hence, there probably was no need for weekend food services for any students.

TABLE XVI

AVAILABILITY OF FOOD SERVICES TO PART-TIME STUDENTS

(see page 20)

Most colleges fund student activities by means of some sort of activity fee. This fee may be included in the tuition[8] or it may be a separate fee (either so much a credit or a set amount regardless of credit load). Of the 118 schools that answered this question, two of every three (67.8%) charged part-time students for an activity fee; at half of these schools (52.5%), off-campus students were charged an activity fee. What is encouraging from the viewpoint of the part-time students is that of the 95 colleges answering this question and 96.6% of the 88

[8]The Minnesota State Community College System charges so much tuition for each credit; each individual college may then determine how much of all monies collected will be allocated for student activities. Thus every student is, in effect, charged for student activites.

TABLE XV

AVAILABILITY OF LIBRARY FACILITIES TO PART-TIME STUDENTS

Type of Institution	DAY				EVENINGS				WEEKENDS			
	Yes	%	NO	%	Yes	%	NO	%	Yes	%	NO	%
Public-113	112	99.1	1	.9	110	97.3	2	1.8	56	49.6	32	28.3
Private-12	11	91.7	0	0.0	10	83.3	0	0.0	7	58.3	1	8.3
Church - 6	6	100.0	0	0.0	6	100.0	0	0.0	5	83.3	0	0.0
TOTAL - 131	129	98.5	1	.8	126	96.2	2	1.5	68	51.9	33	25.2

TABLE XVI

AVAILABILITY OF FOOD SERVICES TO PART-TIME STUDENTS

Type of Institution	DAY				EVENING				WEEKEND			
	Yes	%	NO	%	Yes	%	NO	%	Yes	%	NO	%
Public-113	105	92.9	6	5.3	98	86.7	10	8.8	29	25.7	47	41.6
Private-12	8	66.7	3	25.0	5	41.7	5	41.7	4	33.3	5	41.7
Church - 6	6	100.0	0	0.0	6	100.0	0	0.0	4	66.7	1	16.7
TOTAL - 131	119	90.8	9	6.9	109	83.2	15	11.4	37	28.2	53	40.5

public colleges that answered this question said that such fees entitled part-time students to all the same benefits and opportunities to participate in student activities as full-time students. Some colleges provided an option in that part-time students did not need to pay the activity fee unless they wished to participate in some student activity or activities. In those cases in which there were no activity fees charged at all, part-time students could participate in activities the same as could full-time students.

However, at no college did thepayment of the activity fee entitle part-time students to participate in intercollegiate athletics. Considering the fact that, typically, a large portion of each activity dollar is dedicated to intercollegiate athletics, colleges should probably give some thought to adjusting the amount part-time students are charged for the activity fee, or, on the other hand, allow part-time students to become involved in intercollegiate athletics.

TABLE XVII

PART-TIME STUDENTS CHARGED FOR ACTIVITY FEE

(see page 22)

TABLE XVIII

ACTIVITY FEE PAYMENT ENTITLES PART-TIME STUDENTS TO FULL BENEFITS

Type of Institution	Yes	%	NO	%	No Reply	%	Total
Public-113	85	75.2	3	2.7	22	19.5	110
Private-12	4	33.0	0	0.0	7	58.3	11
Church - 6	3	50.0	0	0.0	3	50.0	6
TOTAL - 131	92	70.2	3	2.3	32	24.4	127

TABLE XVII

PART-TIME STUDENTS CHARGED FOR ACTIVITY FEE

Type of Institution	Part-time Students Charged				Off-Campus Part-time Students Charged				No Fee Charged	
	Yes	%	NO	%	Yes	%	NO	%	No.	%
Public-113	77	68.1	28	24.8	58	51.3	42	37.2	3	2.7
Private-12	2	16.7	8	66.7	3	25.0	4	33.3	1	8.3
Church - 6	1	16.7	2	33.3	1	16.7	3	50.0	1	16.7
TOTAL - 131	80	61.1	38	29.0	62	47.3	49	37.4	5	3.8
Total Answering 118		67.8		32.2		55.9		44.1		

In recent years, colleges have attempted to more fully include students in the governance of their respective institutions. However, this survey indicates that part-time students would not appear to have been included to any marked extent in community and junior college governance. For example, part-time students served on student committees at less than half (41.2%) of all colleges surveyed. At only slightly more than one school in four (27.3%) did part-time students serve on all-college committees. Although it is likely that many schools do not include any students on college advisory boards or committees, this survey indicated that at less than one school in four (22.1%) did part-time students regularly serve on such advisory boards.

TABLE XIX

PART-TIME STUDENTS INVOLVMENT IN COLLEGE GOVERNANCE

(see page 24)

Finally, colleges were asked to indicate in what ways part-time students were kept informed about college activities and events. A variety of methods were employed, including the college newspaper, bulletin boards, weekly bulletins, public address systems, campus television, student radio, local media all-college mailings, student handbooks, the faculty, class announcements, student bulletins, calendars of events, etc. Approximately half (48.9%) of all the colleges included in this survey utilized a combination of the college newspaper and all-college mailings as methods of keeping part-time students informed. However, it was quite clear from the survey results that very few colleges had or used specific informational apparatuses for part-time students. For example, only 2.3%

TABLE XIX

PART-TIME STUDENTS INVOLVMENT IN COLLEGE GOVERNANCE

Type of Institution	Student Committees				All-College Committees				College Advisory Boards			
	Yes	%	NO	%	Yes	%	NO	%	Yes	%	NO	%
Public-113	50	44.2	57	50.4	32	28.3	69	61.1	26	23.0	74	65.5
Private-12	2	16.7	8	66.7	3	25.0	8	66.7	2	16.7	8	66.7
Church - 6	2	33.3	4	66.7	1	16.7	5	83.3	1	16.7	5	83.3
TOTAL - 131	54	41.2	69	52.8	36	27.5	82	62.6	29	22.1	87	66.4

of all the colleges responding (and no public colleges are included in this figure) had a special bulletin board for part-time students; only 13.7% used all-college mailings specifically to inform part-time students; a mere 1.5% of all schools had a special newsletter for part-time students. In general, then, colleges did not appear to make any special efforts to keep part-time students informed, but instead relied upon the usual informational methods utilized for so-called regular (i.e., full-time) students.

TABLE XX

INFORMATIONAL METHODS USED WITH PART-TIME STUDENTS

(see page 26)

TABLE XX

INFORMATIONAL METHODS USED WITH PART-TIME STUDENTS

Type of Institution	.1 Newspaper	2 Newsletter	Bulletin Board 3	All-College Mailings 4	1+4	1+2	1+3	1+4	2+3	2+4	3+4
Public	26	1	0	5	4	1	6	58	0	0	1
Private	6	1	3	9	0	0	1	5	0	1	1
Church	3	0	0	4	0	0	0	1	0	0	0
TOTAL	35	2	3	18	4	1	7	64	0	1	2
Per Cent	26.7	1.5	2.3	13.7	3.0	.8	5.3	48.9	0.0	.8	1.5

CONCLUSION

If the information gathered in this study is indicative of what is generally true of community and junior colleges in the United States, then it appears that the part-time student is a welcome customer, but one who is definitely not accorded much attention or service by the institution he or she attends.

Colleges very avidly seek to enroll part-time students, employing a great variety of recruiting methods in their searches. Nevertheless, little special effort is expended in developing and using recruiting materials that are designed particularly with the part-time student in mind. In general, one might say that colleges expend as little time and effort as possible to recruit, enroll, and serve such students. Registration procedures are designed primarily for the convenience of full-time and day-time students. Once in the door and registered, the part-time student can depend upon little likelihood of receiving any formal orientation to college life, any special counseling help, any financial assistance, or care for his or her children while attending classes; further, he or she will very likely not play any appreciable role in the college's governance. Finally, he or she will probably be poorly informed at best about the things he or she needs or wants to know in order to have a reasonably satisfying experience in college. Little wonder that attrition rates are so very high among part-time students!

In those areas that cause the colleges the least effort, time, and money, services to part-time students are for the most part

quite acceptable. Library facilities and food services that must of necessity be available to full-time students are, apparently, quite equally available to part-time students. Similarly, colleges seem to be very fair in the administration of their charges for student activities: part-time students either do not pay or, if they pay, they are entitled to whatever advantages accrue to full-time students who pay the so-called activity fee--with the afore-mentioned[9] exception that part-time students may not participate in intercollegiate athletics.

All of which suggests some steps that might be taken by community and junior colleges that value the presence of part-time students, that wish not only to attract them but additionally to retain them among their student bodies.

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[9] pp. 18-24 of this report.

PROPOSED ACTION

Before any action may be taken by any college in order to better serve part-time students, it is absolutely imperative that a college be firmly committed to the belief that part-time students are an integral and valued segment of the total college student body. Colleges must agree that in every sense the part-time student is a first-class student who deserves to be viewed and treated at least as well as full-time students; in fact, the part-time student may even have to be accorded special treatment at times because of his or her special needs, problems, and concerns. With such a commitment firmly in mind, colleges should consider incorporating the following suggested steps for better serving their part-time students:

1. Develop special printed materials (brochures, sections of the college catalog, posters, advertisements, flyers, etc.) that address themselves particularly to the part-time student and his or her needs, concerns, and aspirations;

2. Design methods, times, and locations for registration according to the convenience of part-time students. In particular, colleges should consider registration by phone or mail, registration at the students' places of business, registration in convenient, heavily trafficked locasions such as shopping centers, churches, downtown storefronts, courthouses or other municipal and public buildings, libraries, etc. The key here is to take registration to the students, not force the student to always have to come to the college in order to register. Similarly, registration times must include such "odd" hours as evenings and weekends. Materials for registration should be of a nature that they can be quickly and easily completed;

3. Orientation programs should be designed specifically for the part-time student, and address their special needs and concerns. Orientation sessions should be conveniently scheduled as to time and place, and should be provided every college term. It might be wise, too, to develop a pre-packaged orientation course that a part-time student might independently study if more formal "live" programs

are unavailable or if a student is unable to attend the regular orientation sessions. At the least, part-time students should be included in the college's usual orientation programs; such programs then should be sure to include information of interest to part-time students;

4. Faculty members should be familiarized with data concerning the extent of part-time student enrollment at the college, and made aware of the special needs, problems, and concerns of such students;

5. Counselors, too, must become fully aware of the presence of part-time students among the student body, and accept the fact that such students also need counseling, that such students have problems and concerns that deserve the professional help that the counseling staff may give them. Hopefully, counselors will view part-time students and their welfare as both a professional responsibility and challenge. Counselors, of course, will have to be assigned work schedules that will make them available to part-time students when such students are on campus and are able to avail themselves of such counseling services. Especially, this will mean that counselors will have to be on duty evenings and weekends if they are to meet the college's responsibility to these students;

6. Financial aids offices will have to become more cognizant of the monetary needs of part-time students. They will not only have to find ways to acquaint part-time students with financial assistance presently available to them, but also to actively search for and develop new funding sources to help such students. Lack of sufficient funds may well be the single most important reason part-time students drop out of college or delay completion of their program of study; it behooves every college that values their part-time student enrollment to try to find the ways and means to ease or resolve the financial stress of part-time students;

7. Child care services for part-time students are vitally important, particularly to women who wish to continue their educations. Either such services must be provided, at low cost or for free, by the colleges, or colleges must subsidize such care--directly to child care services in the community or directly to the parent-student in the form of increased financial aids. However child care services are provided, it is advisable that they be provided as other services are provided; that is, for the student when the student needs such services: days, evenings, weekends;

8. Part-time students must feel that they are in fact part of the college and important members of the student body. They should be urged to participate in college activities to whatever extent they desire and are able to participate. Naturally, then, college activities should not always be scheduled at the convenience of full-time students or so-called

"day" students, but at such hours and places as are also convenient for part-time students. Part-time students should be considered, at least proportionate to their numbers, for appointment to all-college committees and boards;

9. A concerted effort should be made to keep part-time students informed about the college and about the matters of concern to them. A college newsletter directed to part-time students and their interests might be the best way to keep them informed and at the same time help these students feel they really are an important part of the college. Periodic mailings and special bulletin boards would also aid in this effort.

There undoubtedly are many additional and far more imaginative efforts that colleges might make in order to better serve their part-time students, but the important thing is to recognize the existence, worth, and needs of such students, and then to undertake an honest, committed, and ongoing effort to serve these students. Every student deserves the college's concern, but the part-time student appears to be long overdue for his or her share of that concern.

WORTHINGTON COMMUNITY COLLEGE

PART-TIME STUDENT SURVEY OF
TWO-YEAR COLLEGES: 1975-76

Please answer all questions:

I. Name of College _____ Year Established _____
Public ____ Private ____ Church-related ____
State Control ____ Local Control ____ Other ___; specify _____

II. Student Concern and Services

1. Does the college deliberately recruit part-time students? ___ Yes ___ No

If yes, indicate recruiting methods:
- Speak to civic groups ____
- Mailings ____
- Radio-TV ads ____
- Newspaper Ads ____
- Other; specify _____

2. Does the college have a special brochure(s) for recruiting part-time students? ___ Yes ___ No

If "no", does the college catalog/bulletin contain special sections or information for part-time students? ___ Yes ___ No

3. Part-time students may register: (check all appropriate answers)
- At the college ____
- By Telephone ____
- By Mail ____
- Off-campus locations ____

4. Is there a special orientation session(s) for part-time students? ___ Yes ___ No
- Each Term? ___ Yes ___ No
- Only in the fall? ___ Yes ___ No

5. Special counseling services exist for part-time students? ___ Yes ___ No
Counselors whose sole job is to serve part-time students? ___ Yes ___ No
Counselors to serve part-time students are on duty ___ day ___ night ___ weekends.

6. What percent of your part-time students are receiving some form of financial aids through the college? (include BEOG, NDSL, VA Benefits, etc.) _____ per cent.

7. Do you have any financial aids that are available only to part-time students? ___ Yes ___ No

If yes, check all that apply:
- Local Scholarships ____
- Local Grants ____
- Local Loans ____
- College Employment ____
- Other; specify _____

8. Do you provide day care facilities/service for children of part-time students?

	Yes	No
Days		
Evenings		
Weekends		

9. Library facilities are available to part-time students?

	Yes	No
Days		
Evenings		
Weekends		

10. Food Services are availabe to part-time students?

	Yes	No
Days		
Evenings		
Weekends		

11. Are part-time students charged for an activity fee*? ___ Yes ___ No
Do off-campus students pay this fee? ___ Yes ___ No

12. Does such an activity fee entitle part-time students to all the same benefits as full-time students? ___ Yes ___ No
If "no", please explain differentiation _____

_____

13. May part-time students participate in:

	Yes	No
Musical groups		
Intramurals		
Publications		
Student Government		
Clubs		
Intercollegiate Athletics		
Drama		
Social Activities		
Other; _____		

14. Do part-time students regularly serve on:

	Yes	No
Student Committees		
All-College Committees		
College Advisory Boards		

15. How are part-time students kept informed about college activities? (Check all appropriate answers.)

- College newspaper ___
- Special Part-time Student Newsletter ___
- Special Part-time Student Bulletin Board ___
- All-college mailings ___
- Other; specify _____

_____

III. Nature of Part-time Student Body

1. Total College enrollment (credit only), Fall Term, 1975:

	Male	Female	Total
Full-time			
Part-time			
Total			

2. Part-time enrollment is higher this year than last year ___ Yes ___ No.
Part-time enrollment is higher this year than 5 years ago ___ Yes ___ No.

*Typically, such a fee is used to support athletics, clubs, Student government, musical activities, student publications, etc.

3. What per cent of your part-time students enrolled at your college for the first time ever, Fall Term, 1975? _____ per cent

4. Per cent of part-time students who attend classes:
   Days _____ %
   Evenings _____ %
   Weekends _____ %

5. What per cent of your part-time students are enrolled for:
   Transfer programs _____ %
   Occupational/terminal programs _____ %
   Neither _____ %

6. What per cent of your part-time students are enrolled for:
   Special interests _____ %
   Job advancement or security _____ %
   Retraining _____ %
   Other; specify _____ %
   _____

7. What per cent of your part-time students are working for:
   Degrees (AA or above) _____ %
   Certificate* _____ %
   No degree or certificate _____ %

8. What per cent of your part-time students already hold:
   Degrees (AA or above) _____ %
   Certificates _____ %
   Other; specify_____ _____ %

9. What is the average credit-load (for a single quarter or semester) for your part-time students?

Credits	Per cent
1- 2	
3- 5	
6- 8	
9-11	

10. The average GPA of part-time students is (check one) ____ higher than, ____ lower than, ____ the same as that of full-time students.

11. What is the average age of your part-time students?

Age	Per cent
Under 18	
18-21	
22-24	
25-29	
30-40	
41-50	
51-60	
Over 60	

12. What per cent of your part-time students are married? _____ %

*such as a 1-year LPN program, 10 month auto mechanics program, etc.

13. What per cent of your part-time students are veterans? _____%
What per cent of your entire student body are veterans? _____%

14. What per cent of your part-time students are employed? Per cent

full-time	_____
part-time	_____
Not at all	_____

IV. If you have any comments you wish to make regarding this study and/or the nature and needs of part-time students at community/junior colleges, please use this space:

If you wish to have a copy of the results of this survey, please check_____.

Name of person completing questionnaire (optional)_____.
Title_____

Thank you again for your help.

WORTHINGTON COMMUNITY COLLEGE
Worthington MN 56187
507 372 2107

Dean of Students Office

February, 1976

Dear Dean of Students:

Part-time students are EVERYWHERE! But who are they? What are they like? What effect are they having on college programs? What are colleges doing about them?

If you are interested in finding the answers to these and other questions regarding the people who now nation-wide constitute the majority of community and junior college students, you can help by completing the accompanying questionnaire which is part of a nation-wide survey we are undertaking to learn more about part-time students.

Basically we are trying to identify more clearly the nature of part-time students, the extent to which they are participating in college programs, and the ways in which college services are responding to meet their various needs. We feel that this study is particularly important because to date there has been so little research done on the part-time student.

The questionnaire can usually be completed in 15 minutes (yes, we timed it). It has been sent to 390 of the nearly 1200 community and junior colleges in the United States. Results of this survey will be compiled and made available to every participating college which wishes a copy.

Please answer every question as accurately and completely as possible. Where exact statistics are not available, please estimate. Feel free to use the ample marginal space to add comments, explain answers, etc. For purposes of this study, a part-time student is defined as a person who carries no less than one credit nor more than eleven (11) credits.

A return-addressed, stamped envelope is enclosed for your convenience. We would appreciate it if you would return the questionnaire by February 27, 1976.

Thank you very much for your help and interest.

Sincerely,

Paul Kegel

Paul L. Kegel
Dean of Students

PLKsab
enclosures

COLLEGES SURVEYED

Control: L=Local, S=State, P=Private, C=Church-related

Alabama

Alabama Christian College - C
Brewer State Junior College - S
Enterprise State Junior College - S
George C. Wallace State Community College - S
Jefferson State Junior College - S
Marion Institute - P
Patrick Henry State Junior College - S
Southern Union State Junior College - S

Alaska

Sheldon Jackson College - C
University of Alaska, Ketchikan Community College - S

Arizona

Central Arizona College - L
Eastern Arizona College - S & L
Mesa Community College - L
Navajo Community College - L

Arkansas

Arkansas State University, Beebe Branch - S
Shorter College - C

California

Allan Hancock College - L
Barstow College - L
Butte College - L
Cerro Coso Community College - L
Citrus College - L
Orange Coast College - L
College of the Desert - L
College of the Sequoias - L
Compton Community College - L
Los Medanos College - L
Cypress College - L
Don Bosco Technical Institute - P
Foothill College - L
Glendale College - L
Humphreys College - P
Lassen College - L
Los Angeles City College - L

California (cont.)

Los Angeles Southwest College - L
West Los Angeles College - L
Sacremento City College - L
Merced College - L
Modesto Junior College - L
Mount San Antonio College - L
Napa College - L
Palo Verde College - L
Feather River College - L
North Peralta Community College - L
Riverside City College - L
San Diego Community College, City College - L
San Joaquin Delta College - L
College of San Mateo - L
Santa Barbara City College - L
Shasta College - L
Southwestern College - S
Taft College - L
West Hills College - L

Colorado

Arapahoe Community College - S
Colorado Northwestern Community College - S & L
Community College Denver, Red Rocks Campus - S
Morgan Community College - S & L
Trinidad State Junior College - S

Connecticut

Hartford College for Women - P
Manchester Community College - S
Mitchell College - P
Northwestern Connecticut Community College - S
Post Junior College - P
Thames Valley State Technical College - S
University of Connecticut, Southeastern Branch - S
University of Connecticut, Waterbury - S

Delaware

Delaware Technical and Community College, Kent Campus - S
Goldey Beacom College - P

District of Columbia

Immaculata College of Washington - C

Florida

Central Florida Community College - L
Edison Community College - L
Florida Keys Community College - L
Indian River Community College - L
Manatee Junior College - L
North Florida Junior College - L
Pasco-Hernando Community College - L
Saint Johns River Junior College - L
Sante Fe Community College - L
Tallahassee Community College - L
Tampa College, St. Petersburg - P

Georgia

Abraham Baldwin Agriculture College - S
Atlanta Junior College - S
Brewton-Parker College - C
Dalton Junior College - S
Emmanuel College - C
Georgia Military College - P
Macon Junior College - S
South Georgia College - S

Hawaii

University of Hawaii, Hawaii Community College - S
University of Hawaii, Kauai Community College - S
University of Hawaii, Windward Community College - S

Idaho

North Idaho College - L
Ricks College - C

Illinois

Black Hawk College, East Campus - L
Central YMCA Community College - P
City College of Chicago, Malcolm X College - S & L
City College of Chicago, Southwest College - S & L
College of Lake County - L
Elgin Community College - L
Illinois Central College - S & L
Illinois Eastern Junior College-Wabash Valley College - S & L
Joliet Junior College - L
Kendall College - C
Lewis and Clark Community College - S & L
Mac Cormac College - P
Moraine Valley Community College - S & L
Oakton Community College - S & L
Rend Lake College - L
Shawnee College - L
Springfield College in Illinois - C
Triton College - L

Indiana

Ancilla Domini College - C
Indiana Vocational Technical College, Columbus - S
Indiana Vocational Technical College, Indianapolis - S
Indiana Vocational Technical College, Terre Haute - S
Vincennes University - S

Iowa

Clinton Community College - S & L
Ellsworth Community College - S & L
Indian Hills Community College, Centerville - S & L
Iowa Lakes Community College, North Campus - S & L
Iowa Western Community College, Council Bluff - S & L
Mount Saint Clare College - C
Ottumwa Heights College - C
Southeastern Community College, Burlington - S & L
Waldorf College - C

Kansas

Barton County Community-Junior College - L
Cloud County Community -Junior College - L
Cowley County Community-Junior College - L
Fort Scott Community-Junior College - L
Hesston College - C
Independence Community Junior College - L
Kansas Technical Institute - S
Pratt Community Junior College - S & L

Kentucky

Alice Lloyd College - P
Midway College - P
Sue Bennett - C

Louisiana

Louisiana State University, Alexandria - S
Southern University, Shreveport-Bossier Campus - S

Maine

Southern Maine Vocational Technical Institute - S

Maryland

Anne Arundel Community College - S & L
Cecil Community College - S & L
Community College of Baltimore - L
Frederick Community College - L
Harford Community College - L
Montgomery College, Takoma Park - L

Massachusetts

Aquinas Junior College, Main Campus - C
Bay State Junior College of Business - P
Bryant- Stratton Commercial School - P (Proprietary)
Dean Junior College - P
Forsyth School of Dental Hygienests - P
Grahm Junior College - P
Lasell Junior College - P
Bristol Community College- S
Greenfield Community College - S
Massasoit Community College - S
Northern Essex Community College - S
Roxbury Community College - S
Newbury Junior College - P
Pine Manor Junior College - P
Wentworth Institute - P

Michigan

Bay De Noc Community College - L
Davenport College of Business - P
Gogebic Community College - L
Henry Ford Community College - L
Jackson Community College - L
Kirtland Community College - L
Macomb County Community College, Center Campus - L
Mid Michigan Community College - L
Muskegon Business College - P
Northwestern Michigan College -L
Oakland Community College, Orchard Ridge - S & L
Suomi College - C
West Shore Community College - L

Minnesota

Bethany Lutheran College - C
Fergus Falls Community College - S
Inver Hills Community College - S
Mesabi Community College - S
North Hennepin Community College - S
Rochester Community College - S
University of Minnesota Technical Institute, Crookston - S
Worthington Community College - S

Mississippi

Copiah-Lincoln Junior College - S
Hinds Junior College - S & L
Jones County Junior College - S & L
Mississippi Delta Junior College - L
Mississippi Gulf Coast Junior College, Perkinston - L
Northwest Mississippi Junior College - S
Saints College - C
Utica Junior College - S

Missouri

Crowder College - L
Jefferson College - S & L
Penn Valley Community College - L
Moberly Area Junior College - S & L
Meramec Community College - L
State Fair Community College - L
Wentworth Military Academy - P

Montana

Miles Community College - L

Nebraska

Mid-Plains Community College - S & L
Southeast Community College - S & L

Nevada

Clark County Community College - S

New Hampshire

McIntosh College - P (Proprietary)
New Hampshire Technical Institute - S
New Hampshire Vocational-Technical College, Laconia - S
New Hampshire Vocational-Technical College, Portsmouth - S

New Jersey

Atlantic Community College - S & L
Brookdale Community College - S & L
County College of Morris - S
Farleigh Dickinson University, Edward Williams College - P
Luther College - P
Ocean County College - L
Somerset County College - L

New Mexico

Eastern New Mexico University, Roswell Campus - S
New Mexico State University, Alamogordo - S
New Mexico State University, San Juan - S

New York

Albany Business College - P (Proprietory)
Berk-Claremont Hicksville - P (Proprietory)
Pennsylvania State University, Allentown Campus - S

New York (Cont.)

Bryant-Stratton Business Institute - P (Proprietory)
College for Human Services - P
Harriman College - P
Interboro Institute - P (Proprietory)
Lab Institute of Merchandising - P (Proprietory)
Maria Regina College - P
Paul Smith's College of Arts & Sciences - P
Sadie Brown's College Institute - P (Proprietory)
SUNY Agricultural Technical College, Cobleskill - S
SUNY Agricultural Technical College, Morrisville - S
Borough of Manhatten Community College - S & L
Clinton Community College - S & L
Corning Community College - S & L
Fashion Institute of Technology - S & L
Herkimer County Community College - S & L
Jamestown Community College - S & L
La Guardia Community College - S & L
Nassau Community College - S & L
North Country Community College - S & L
Queensborough Community College - S & L
Staten Island Community College - S & L
Tompkins-Cortland Community College - S & L
Taylor Business Institute - P (Proprietory)
Utica School of Commerce - P (Proprietory)

North Carolina

Anson Technical Institute - S & L
Bladen Technical Institute - S
Caldwell Community College and Technical Institute - S & L
Catawba Valley Technical Instute - S & L
Chowan College - C
College of the Albemarle - S
Durham College - P
Fayetteville Technical Institute - S
Guilford Technical Institute - S
Isothermal Community College - S & L
King's College - P (Proprietory)
Lenoir Community College - S & L
Mayland Technical Institute - S & L
Montreat-Anderson College - C
Pamlico Technical Institute - S & L
Pitt Technical Institute - S
Roanoke-Chowan Technical Institute - S & L
Rowan Technical Institute - S
Sandhills Community College - S
Stanly Technical Institute - S & L
Tri-County Technical Institute - S
Wayne Community College - S & L
Wilson County Technical Institute - S

North Dakota

Lake Region Junior College - S & L
Trinity Bible Institute - C

Ohio

Bliss College - P (Proprietory)
Chatfield College - C
Columbus Technical Institute - S & L
Cuyahoga Community College, Western Campus - L
Jefferson County Technical Institute - S & L
Kent State University, Salem Regional Campus - S
Kent State University, Tuscarawas Regional Campus - S
Lima Technical College - S
Marion Technical College - S
Miami University, Middletown Branch - S
North Central Technical College - S
Ohio State University, Lima Branch - S
Ohio State University, Newark Branch - S
Ohio University, Ironton Branch - S
Ohio University, Zanesville Branch - S
Southern Ohio College - P (Proprietory)
University of Akron, Wayne General-Technical College - S
Washington Technical College - S

Oklahoma

Carl Albert Junior College - S
Eastern Oklahoma State College - S
Northeastern Oklahoma Agricultural-Mechanical College - S
Oklahoma State University, Oklahoma City - S
Sayre Junior College - S & L
Southwestern College - C

Oregon

Blue Mountain Community College - S & L
Clackamas Community College - L
Judson Baptist College - C
Mount Hood Community College - L
Southwestern Oregon Community College - L

Pennsylvania

Bucks County Community College - L
Community College of Allegheny County, Allegheny Campus - L
Community College of Beaver County - S & L
Ellen Cushing Junior College - C
Indiana University of Pennsylvania, Armstrong County - S
Lackawanna Junior College - P
Manor Junior College - P
Northampton County Area Community College - S & L

Pennsylvania (Cont.)

Pennsylvania State University, Berks Campus - S
Pennsylvania State University, Fayette Campus - S
Pennsylvania State University, Mont Alto Campus - S
Pennsylvania State University, Schuylkill Campus - S
Pennsylvania State University, Worthington-Scranton Campus - S
Reading Area Community College - S & L
University of Pittsburg, Titusville Campus - S
Williamsport Area Community College - L

Rhode Island

Rhode Island Junior College - S

South Carolina

Chesterfield-Marlboro Technical College - S
Greenville Technical College - S
North Greenville College - C
Spartanburg Methodist College - C
Tri-County Technical College - S
University of South Carolina at Aiken - S
University of South Carolina at Conway - S
University of South Carolina at Union - S

South Dakota

Presentation College - C

Tennessee

Cleveland State Community College - S
Dyersburg State Community College - S
John A. Gupton College - P
Motlow State Community College - S
Shelby State Community College - S
Volunteer State Community College - S

Texas

Amarillo College - S & L
Bee County College - L
Central Texas College - L
College of the Mainland - L
Eastfield College - S & L
Richland College - S & L
Frank Phillips College - L
Henderson County Junior College - S & L
Howard College at Big Spring - S & L
Laredo Junior College - L
McLennon Community College - L

Texas (Cont.)

North Harris County College - S & L
Paris Junior College - S & L
San Antonio College - L
South Plains College - S
Tarrant County Junior College, Northeast Campus - S & L
Texarkana College - L
Texas State Technical Institute, Mid-Continent - S
Vernon Regional Junior College - S & L
Western Texas College - S & L

Utah

Stevens Henager College - P (Proprietory)
Utah Technical College, Provo - S

Vermont

Community College of Vermont - S

Virginia

Bluefield College - C
National Business College - P(Proprietory)
Virginia College - C
Dabney Lancaster Community College - S
Germanna Community College - S
Lord Fairfax Community College - S
Northern Virginia Community College - S
Piedmont Virginia Community College - S
Southwest Virginia Community College - S
Virginia Highlands Community College - S

Washington

Bellevue Community College - S
Clark College - S
Grays Harbor College - S & L
Lower Columbia College - S
Peninsula College - S & L
Seattle Community College, South Campus - S
Tacoma Community College - S
Everett Community College - S
Wenatchee Valley College - S & L

West Virginia

Beckley College - P
Potomac State College - S
Southern West Virginia Community College, Williamson - S

Wisconsin

Concordia College - C
Gateway Technical Institute, Kenosha - S & L
Madison Area Technical College - S & L
Milwaukee Area Technical College - L
North Central Technical Institute - L
University of Wisconsin, Fox Valley Center - S
University of Wisconsin, Marinette County Center - S
University of Wisconsin, Richland Center - S
University of Wisconsin, Washington County Center - S
Waukesha County Technical Institute - S & L

Wyoming

Central Wyoming College - L
Northwest Community College - L

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